

**STATE SAFETY COUNCIL
MEETING MINUTES
Host: Oregon State Office
October 17, 2003**

Attendance:

Chuck Wassinger - Associate State Director
Kathy Eaton - DSD, Management Services
Julia Dougan - Eugene District Manager (Chairperson)
Barron Bail - Prineville. East Side District Manager
Steven Coley - Vale. East Side Non Supervisor Representative (Absent)
Michael Sweeney - East Side Line Supervisor
Doug Parker - West Side Line Supervisor
Shelby Gales - SORO Fire and Aviation Safety Manager
Peggy Tribble - OSO Safety Manager
James Chandler - State Safety Manager (Recorder)

Agenda

- Introductions
- Accident Trend Analysis/Cumulative Comparison
- FY 2003 Trend Analysis and Program Status Review
- Safety Program Management Review (PMR), WO Inspection. What DMs and Safety Managers should expect
- CASHE: Where will the program go in FY 2004 & Repeat Rates. Update/FY 2002 Unit Status updates & proposed changes to the program
- COOP Requirements Review, WO IM 2002-181, OR/WA IM 2003-085
- Discuss role of senior occupant in vehicles
- Range/Forestry Technician Accident Prevention Plan
- Non-Punitive Close-Call Reporting Initiative
- State Safety Managers Slide

The meeting opened at 9:00 a.m. in the Oregon State Office (OSO). The Bureau of Land Management (BLM) Oregon/Washington (OR/WA) had another fatal free year in FY 2003. Our Accident Frequency Rates are as low as they have ever been – our program is effective at decreasing accidents in the workplace.

DISCUSSION

Accident Experience Review/Cumulative Comparison, 3rd Quarter FY 2003.

Note: All Statistical Data is drawn from the Department of the Interior (DOI) SMIS database.

- **Personal Injury/Illness**

	01 July 03 - 30 Sep 03	01 July 02 - 31 Sep 02
Total Injury Cases	22	57
Total Illness Cases	1	6
Fatalities	0	0
Lost Time Cases	7	21
No Lost Time Cases	16	42
Days Away From Work	26/77*	53

* Cannot confirm that one case fro 42 days is ours

- **Vehicle Accident Experience**

Accident Experience Cumulative Comparison 3rd QRT FY 2003

	01 July 03 - 30 Sep 03	01 July 02 - 30 Sep 02
Total Incidents	19	29
Total Costs	\$23,128	\$83,623
Average Cost	\$1,217	\$2,883

Inattention and speed[ing] to fast for conditions are still the primary cause of our traffic accidents. Supervisors must lead by example, and safety briefings must include warnings about excessive speed, and the importance of situational awareness. The high cost of accidents in the 3rd QRT FY 2002 can be attributed to a vehicle fire and one vehicle rollover – both vehicles were total losses.

Proposal for a Senior Occupant Rule

Mr. Chandler proposed that we add language to our existing driving policy letter identifying responsibilities that senior occupants in Government vehicle have. The objective is to reduce vehicle accidents by raising safety awareness in this area. The Council approved the concept and it will be added to the general language of the policy with some additional information included as an attachment.

Standard BLM EOY Report*

Occupations with most injuries: Natural Sciences** 135 of 208 – 65%

Activities with most injuries: Locomotion 37% - Observing/Inspecting 34%

Cause of injury: Animals, Insects 32
Unclassified 26
Slip, twist, trip, not falling 24
Fall from hill, slope 22
Body part injured: Single Knee 36/Lower Back 29

- DOI Lost Time Incident Rate: 1.696
- BLM Lost Time Incident Rate: 2.102
- OR/WA Lost Time Incident Rate: **1.443
- Bureau OWCP Costs: (Total) \$7,961,316
- OR/WA OWCP Costs: (Total) \$1,298,449

* All Statistical Data are drawn from the SMIS Database

** We're working on our accident prevention plan for this group.

Supervisors and safety managers must ensure that the "Cause of Injury" is properly identified. We report too many causes as "Unclassified".

CASHE Condition Assessments and Repeat Rates

The FY 2003 update to CASHE audits in OR/WA just completed in October 2003 shows that *eight* of our Districts and the OSO were reported in "good" safety, health, and environmental condition as defined in the Performance Measure Data Specification 01.04.01.04. That is up from 3 last year. For a District to be reported in "good" condition, they must have had no more than 2 high priority CASHE findings open. For FY 2004 that number will fall to 1 high priority finding; for FY 2005 and beyond to zero. All findings during a CASHE audit are prioritized with Risk Assessment Codes (RAC Codes) for Safety findings and Priority Level Codes for Environmental findings. More serious findings are given a higher RAC Code or Priority Level Code.

Office	Priority IB	RAC 2	Forecast "Good" for FY 2003
Burns	2	0	YES
Coos Bay	2	0	YES
Eugene	1	1	YES
Lakeview	12	2	NO
Medford	2	0	YES
Prineville	1	0	YES
Roseburg	2	0	YES
Salem	0	0	YES
Spokane	1	0	YES
Vale	20	2	NO
OSO	1	0	YES

The following is a table of repeat CASHE Repeat finding rates by District. While our State average is less than the Bureau average, we have work to do in several areas. It should be noted that OR/WA has more findings than any other State and has more units reported in “Good” condition than most states. There also has been some recent discussion on what constitutes a “repeat” finding. Many times findings that are labeled as repeat are actually similar findings in different areas.

Office	Repeat Findings*	Environmental	Safety
Burns	18%	20%	17%
Coos Bay	30%	30%	33%
Eugene	10%	8%	10%
Lakeview	24%	33%	19%
Medford	17%	18%	16%
Prineville	22%	29%	18%
Roseburg	25%	29%	23%
Salem	17%	26%	12%
Spokane	17%	19%	16%
Vale	29%	35%	25%
STATE AVERAGE	21%	25%	18%

* Bureau Average = 23%

Mr. Chandler briefly discussed the future of funding for the CASHE Program. WO-360 is studying the CASHE Process, specifically funding issues. They have agreed to continue funding the CASHE assessments while the review is being conducted. The CASHE recently got a huge vote of confidence from managers throughout the Bureau.

Continuity of Operations

District COO Plans were due this year by September 12. All OR/WA COO Plans were completed prior to the suspense date and using the new template. Plans have been forwarded to the WO along with a State Director signed certification memorandum as required. Thank you to the District Managers for ensuring that this important project got done on time.

Safety Program Management Review

The OR/WA State Safety Program will undergo a schedule Program Management Review by Bruce Prater, BLM Safety Manager, October 28 – November 7, 2003. The in brief will be at the State Office on October 28, 2003, at 8:00 a.m. The BLM Safety Manager will use the National PMR Checklist to conduct the review. The objective is to evaluate the State Program; each District will be evaluated to help validate the overall program. The schedule and checklist have been distributed to each Safety Manager and self-inspection using the checklist has been completed. A Green, Amber, Red, rating scheme is used - we got all green last time meaning that our program meets all applicable standards. The outbrief is scheduled for November 7, 2003, at 9:00 a.m., in the State Directors Conference Room.

Awards Policy

Mr. Chandler proposed that the State Safety Council give a quarterly award to employees for outstanding safety performance. The award would consist of a Certificate from the State Director accompanied by a yet to be determined unique safety award that can be easily identified with OR/WA and Safety. The SDs Office will fund the program. The Council approved of the idea and would like to see some alternatives for awards.

Develop Accident Prevention Plan for Range and Forestry Techs

At the last meeting, the Council discussed the high accident rates associated with Field workers. Specifically Range and Forestry Techs. This is true for the Bureau at large as well as OR/WA. Steve Hennessey, Coos Bay Forestry Technician, attended the meeting at Coos Bay to give the Council his perspective and participate in the discussion.

OR/WA IB 2003- 211, dated July 24, 2003, outlines the requirements for the Accident Prevention Plan. Plans must be in developed by February 1, 2004, and must be included as an action item in District Safety Action Plans for FY 2004. This is an agenda item for the Safety Managers workshop scheduled for December.

The plans, in fact, are likely to encompass many more field going employees than Range and Forestry Technicians. Districts should consider all of their field-going employees when developing the plan.

Non-Punitive Close Call Reporting

This proposed program will give employees the opportunity to report close calls without fear of reprisal. Tracking close calls will expand the database of lessons learned and increase our understanding of the types of hazards our employees are exposed to and what triggers accidents in the workplace.

This initiative was overcome by other priorities but is being worked as time permits. It will likely be web based and tied loosely to the existing Employee Report of Unsafe or Unhealthful Working Condition reporting program required by 29 CFR 1960.

Safety Suspenses

There are several outstanding safety suspense's that District Managers need to be aware of:

- District Annual Reports September 30, 2003 OR/WA IB No. 2002-277
- FY 2004 Safety Action Plans October 30, 2003 OR/WA IB No. 2003-253

Safety Managers Slide

The State Safety Manager reviewed several issues that he is working on:

- Budget – as budgets decline there is potential for increased risk to employees. Managers must keep in mind that as Safety Budgets decrease the safety program may suffer, just as in any other program. We must remain focused on managing the risk our employees are

exposed to and make sound Risk Management decisions.

- Suspense's – Managers are asked to carefully review IMs and IBs that are issued for suspense dates so that we can close out pending/open reports and meet our annual State and National reporting requirements. A fair number of Districts failed to meet suspense dates.
- It is likely that the CASHE Program will see some changes in the near future. A team has been put together to study the issue. There will be more to follow in this issue.
- COO Plans – This was the year for District COO Plans, we met all suspense's! Great job and thank you. Not all States can say that they met all WO suspense's.
- OR/WA PMR – OR/WA is scheduled for a Program Management Review October 28 – November 7, 2003. The review will focus on the State Safety Program and visit each District of the District to validate the effectiveness of the State Program. Preparations have been made and we are looking forward to a busy two weeks.
- The Awards Policy mentioned earlier is an important part of any safety program; the policy has been drafted and is awaiting review. We hope to be able to start awarding employees next year.
- Change in DOL accident reporting/recording requirements. Mr. Chandler briefly discussed the new requirements that Federal Agencies will be required to follow next year. We will follow the same requirements that industry uses. It will fundamentally change our accident reporting/recording methodology and systems. There will be more to follow on this important issue.
- Accurate Classification for Safety Managers – This has been an ongoing issue. The State Safety Manager, as well as the Bureau Safety Manager, strongly believes that the positions should be reclassified at the GS-12 level. In fact, in other States there are Field Office Safety Managers at the GS-12 level. Currently the State Safety Manager is working on writing a standard (core) PD that includes language about the new duties that safety managers have. Specifically, Continuity of Operations/Emergency Management and CASHE responsibilities will be added. The PDs may not be used as a standard PD; however, the COOP and CASHE portions will be helpful when updating District Safety Manager PDs.

SORO Fire and Aviation

Shelby Gales, SORO Safety Manager, reported on several Fire Safety Issues. Managing the Medical Standards Program took much of her time earlier this year. The Forest Service has decided not to participate in the Program, except for currently blended units. There were some problems getting information back from doctors. Mobile medical units seemed to work well and their use will be expanded next year. Fifteen employees were found to have significant medical problems during exams last year, of the fifteen, 12 were waived with restrictions, and the three other cases are being handled individually.

Closing Remarks

Brief closing remarks were made. Jim Chandler thanked Chuck Wassinger for his untiring support of this Council, the OR/WA Safety Program, and the Bureau Safety Program. Without commitment like Chuck's our safety and health program would not be as effective as it is today. The next meeting will be at the Salem District Office on Monday, January 26, 2003. Exact time and location is to be determined.